

**OFFICE OF INVESTIGATIVE SERVICES
POLICY AND PROCEDURE #790**

COLLECTION RESPONSIBILITIES

COLLECTION AFTER FINAL CLAIM DISPOSITION:

The Investigator provides the county DFCS with a final claim disposition and assures the claim is put in a collectable claim schedule in SUCCESS. DFCS is responsible for collecting and monitoring recoveries.

RESPONSIBILITY FOR CONTEMPT ACTION:

If the defendant fails to make restitution as ordered by the court for cases involving PAC consent agreements, the prosecutor is authorized to bring back the defendant on contempt charges. DFCS is responsible to notify OIS when specific accounts of court ordered restitution become delinquent. Once notified, OIS is responsible to inform the prosecutor of these delinquent accounts. In this respect, both agencies share the responsibility of advising the courts if a significant problem exists in collecting payments on court ordered claims.

The prosecutor will normally require the following information on each delinquent account:

- Name of Defendant
- Social Security Number of Defendant
- Current Address of Defendant
- Date the Court Order was Signed
- Amount of Original Claim
- Payment History
- Documented Evidence of Collection Attempts
- Current Balance of Claim

The local prosecutor will determine the procedures to be taken for contempt action.

TAX INTERCEPT:

Intercept of state and federal tax refunds is a mechanism used by DFCS to collect on delinquent claim accounts. DFCS is responsible for managing and monitoring this program.